INDEX TO VOLUME XLXII

October 1976 to May 1977

Basic Business

Fields, Owen F.–"A Committee System for Basic Business," 220 Feb.
Parker, George O.–"Individual Field Trips," 273 Mar.

Bookkeeping/Accounting

Eisner, Emanuel–"The Time Line Technique Teaching Tool in Accounting," 318 Apr.
Fleming, Mary M.K.–"Let's Humanize Accounting," 364 May.
Francis, Robert M.–"A Practical Approach to Financial Analysis," 257 Mar.
Garrison, Lloyd L.–"Individualizing Accounting Instruction," 112 Dec.
Geeding, Dona–"Accounting Simulations: Basic Systems," 16 Oct.
Graham, John E.–"Competency-Based Accounting Instruction," 184 Jan.
Lewis, Peter C.–"What's Happened to the Ledger?" 77 Nov.
Tonne, Herbert A.–"Bookkeeping and Inflation," 154 Jan.

Career Education

Forte, Enis and Goodfriend, Audrey–"Career Education," 310 Apr.
Lide, Mary Frances–"Personal Data Sheet –Year-Round Evaluating and Teaching Device," Cover 3 Oct.
Nobel, Carol G.–"Helping Students Recognize Personal Qualities for Job Success," 164 Jan.
Stallard, John J., and Hilton, Margaret J. –"Career Education: Decision-making Strategies," 366 May.
Stinespring, Vickey–"Are Employment Interview Skills 'That' Important?" 368 May.
Torgerson, Faye–"Office Simulation– C. E. U. Style," 176 Jan.

Communication

Fox, Harold W.–"Helping Students Write Good Essay Examinations," 305 Apr.
Haga, Enoch–"1-2-3: A New Way to Read and Write Letters," 229 Feb.
Hosey, Joseph G., and Rappaport, Chester R.–"Introduction to Business-College Remedial Reading," 22 Oct.
Levere, Wallace J. and Olsen, Larry A.– "Simulating Business Communication Problems," 171 Jan.
Quarles, Sandra–"Composition without Grammar?" Cover 3 Jan.
Parker, George O.–"Teacher, I Know the Words You Used. . . ." 33 Oct.
Pierpoint, Patricia–"Class, Arm Yourselves with 6 Commas and 2 Semi-Colons Today!" 360 May.
Schaefer, Julie C., and Paradis, Edward –"Help the Student with Low Reading Ability," 160 Jan.
Tate, Donald J.–"Johnny and Debra Can Learn to Write," 250 Mar.

Consumer Education

Garman, E. Thomas and Gummerson, Ronald R.–"Value of Topics in Consumer Education," 328 Apr.
McKitrick, Max O.–"Consumer Relations: A New Curriculum for Collegiate Schools of Business," 350 May.
Wingo, Rosetta F.–"Consumer Education in Any Class," 259 Mar.

Curriculum

Boulden, Alfred W.–"The Business Teacher's Role in Teaching Law," 344 May.
DeMuth, Audrey S.–"An Emerging Demand in Adult Education," 24 Oct.
Frye, Marianne E., and Duff, Thomas B. –"Strengthening Business/Office Pre-Service Programs," 74 Nov.
Krajewski, Lorraine A.–"Business Educators as Futurists," 173 Jan.
Podell, Joel, et al.–"The Introductory College Business Course: A New Dimension," 352 May.
Tate, Donald J.–"Curriculums for Office Education: Technology Versus Business Practice," 102 Dec.

Method (Teaching Strategy)

Bradley, Curtis H. and Ivey, Allen E.– "Microcounseling," 122 Dec.
English, Donald E.–"Methods Courses and Student Teaching," 167 Jan.
Fry, Fred L.–"Teaching a Business Policy Course," 217 Feb.
Gaston, Neil–"Evaluation in the Affective Domain," 134 Dec.
Jaski, Ernest B.–"Student Stimulation through Simulation," 120 Dec.
Martin, Thomas B.–"The Case Problem in Professional Business Education," 118 Dec.
McGinnis, John–"PERT: Why Not Practice What You Teach?" 182 Jan.
O'Grady, James P., and O'Reilly, J. Michael–"Mock Negotiations: A Labor-Management Experience," 180 Jan.
Rauch, Verda–"Expanding Your Offerings with Mini-Courses," 211 Feb.
Ricci, Frederick A.–"Job Descriptions for Cooperative and Distributive Education," 322 Apr.
Vidali, Joseph J.–"Using Critiques of Business Research for Practical Experience," 124 Dec.
Watson, Gwen S.–"Learning Activity Centers in the Basic Business Classroom," 316 Apr.

Metric System

Fox, Charlyn–"Instructional Procedures for Metric Skills," 67 Nov.
Hyslop, David J.–"Resources for Teaching the Metric System" 129 Dec.
Wray, Ralph D.–"Metrication: Measuring up in Distributive Education," 26 Oct.

Miscellaneous

Rudelius, William–"New York Visit," 264 Mar.
Walejko, Charles–"The Open Classroom in Business Education," 71 Nov.
Walker, Mae–"Do You Know That and New Materials," (Appearing in each issue).
Woodside, Shirley, and Swafford, Ann– "'76 Invitational: Bicentennial Typewriting and Shorthand Competition," 94 Nov.

Office Practice

Anderson, Avis O. and McCabe, Helen– "Telephone Techniques for Secretarial Students," 358 May.
Dawe, Mary Jane and Rader, Martha H.– "Smooth Sailing for Simulation," 362 May.
Frerichs, Alberta J.–"Spotlighting Educational Secretaries," 226 Feb.
Fried, N. Elizabeth–"Facing Future Mailing Standards," 169 Jan.
Hersh, Brenda Burros–"Business Education after Watergate: Is Loyalty Enough?" 18 Nov.
Hoggatt, Jack and Downey, Karen–"Lost in the Office," 110 Dec.
Holehan, E. Lee–"Use Management Techniques in Office Practice," 303 Apr.
Holmes, Lorene B.–"Seminar in Secretarial Skills–Competency-Based Style," 83 Nov.

Kupsh, Joyce–"Working with Hearing-Impaired Students," 114 Dec.
Popham, Estelle L.–"It's Time to Answer Back," 4 Oct.
Ray, Charles M.–"Records Management," 163 Jan.
Reiff, Rosanne–"Developing Language Arts Skills for Today's Secretarial Student," 13 Oct.

Professional–Personal

Aranda, Luis–"Preparing for Your Will," 30 Oct.
Bryce, Rose Ann–"Certified Professional Secretary (CPS)," 232 Feb.
Faidley, Ray A.–" 'Let's Run It Like a Business'–The Educational Side," 52 Nov.
Giffin, James F.–"Identifying Achievers," 150 Jan.
Seymour, Tom–"Yes! Call Your State Department," 202 Feb.
Tabor, Patricia A.–"Secretarial Teachers: Are You Qualified?" 11 Oct.
Tonne, Herbert A.–"Business Education in the Inner City Schools," 6 Oct.
Tonne, Herbert A.–"Inflation," 206 Feb.
Tonne, Herbert A.–"Understanding Each Other," 254 Mar.
Wakin, B. Bertha–"The 'Impossible Dream'?" 296 Apr.

Research

Plymire, Boyd–"Research for Classroom Teachers," (Appearing in each issue).
Reap, Margaret Casey, and Brown, Kenneth W.–"Perceptions: Businessmen and Business Education," 107 Dec.
Tonne, Herbert A.–"Consumer Education in the Schools," 300 Apr.
Tonne, Herbert A.–"Informal Teaching in Business Education," 348 May.
Tonne, Herbert A.–"Shorthand Versus Communications Research," 54 Nov.

Student Teaching

Bensley, Helen L.–"Prospective Business Teachers in the Classroom," 222 Feb.
Griffin, Alvin D.–"The Student Teacher Phobia," 214 Feb.

Steonography

Becker, Mildred C.–"Assess Need and Improve Transcription Speed," 87 Nov.
Carr-Smith, Norma–"Flexible Transcription Testing," 132 Dec.
Frazier, Lois E.–"Prescription for Transcription," 338 Apr.
Harwood, Frank–"Some Alternatives to Traditional Shorthand," 370 May.
Lutz, Carol D.–"Teacher-Prepared Tapes," 356 May.
Nadler, Charles D.–"Brief Form Learning and Retention," 381 May.
Perry, Jr., William G.–"Give Shorthand Homework a Skillbuilding Facelift!" 85 Nov.
Reap, Margaret C.–"An Alternative Shorthand System," 209 Feb.
Stewart, William D.–"A Reading Approach to Shorthand Homework," 268 Mar.

Typewriting

Casady, Cleo P. and Casady, Mona–"Are You Teaching the Most Functional Letter Style?" 313 Apr.
Doyle, Linda–"Typewriter Menagerie," 290 Mar.
Hansell, Kathleen J.–"Community College Typewriting," 126 Dec.
Johnston, Jean–"Are Manual Typewriters Becoming Obsolete?" 142 Dec.
Kaisershot, Donald F.–"Mastering Number Typing–A Successful Approach," 242 Feb.
Leonard, Jane A.–"Typing: Creating a Laboratory Atmosphere," 80 Nov.
Meehan, James R.–"Trends in the Teaching of Typewriting (Part I)," 262 Mar.
Meehan, James R.–"Trends in the Teaching of Typewriting (Part II)," 307 Apr.
Rhodes, George S.–"For Personal Typing –How Much 'Production'?" 69 Nov.
Treece, Malra–"An A is an A is an A is an E," 65 Nov.

Visual Aids

White, Jane–"Classroom Visuals," (Appearing in each issue).

Vocational

Chellevold, Helen B.–"New Freedoms Mean New Responsibilitites," 29 Oct.
Kocar, Marcella J.–"Improving Accuracy in Vocational Typewriting," 274 Mar.
McBane, Betty Baruth–"Student Accountability in Boe," 277 Mar.
Tabor, Patricia A.–"How to Fight Discrimination in Vocational Education," 278 Mar.
Tonne, Herbert A.–"Jobs and Vocational Education," 104 Dec.

Word Processing

Anderson, Ruth I.–"Proofreading: A Must in Word Processing," 60 Nov.
Hulbert, Jack E.–"Preparing Students for Word-Processing Careers," 157 Jan.

CURRENT PERIODICAL SERIES

PUBLICATION NO: 866

TITLE: JOURNAL OF BUSINESS EDUCATION
(Includes 1977/78 Index)

VOLUME: 54 **ISSUES:** [1] - 8

DATE: October 1978 - May 1979

NOTICE: This periodical may be copyrighted, in which case the contents remain the property of the copyright owner. The microfilm edition is reproduced by agreement with the publisher. Duplication or resale without permission is prohibited.

University Microfilms International, Ann Arbor, Mich.

MICROFILMED – 1979